

Unit 2 Recap and Format 2 Check-in

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

WHAT THIS LESSON DOES

Review the creating and editing outcomes from Unit 2. Conduct a quality check to bring your second format presentation up to the standard of the first. Reflect on how close both are to being ready for the KA1 workshops.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.2	Edit, format, proof and publish the information in a suitable medium.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Recap Unit 2 creating and editing outcomes
- Bring format 2 to a quality level matching format 1
- Reflect on progress toward two-format KA1 readiness

BEFORE THE BELL

- Review student Two Format Plan notes to identify any missing format 2 files.
- Prepare a short sample presentation for live demonstration.
- Have a simple Canva one-pager or CapCut clip ready for a 60-second non-slide parity demo.
- Optional: display the three non-slide sample images (storyboard, tighten, export) for mixed-tool classes.
- Students need both format 1 and format 2 files in Project_Portfolio/09_specialism/sm2/. Have the Unit 2 outcomes visible on the board or screen.
- Optional: project the six-point checklist on the classroom screen for the whole lesson.
- Sample 4-6 slide deck ready for demo; optional Canva one-pager or CapCut clip for 60-second non-slide parity demo; students need cloud access to Project_Portfolio/09_specialism/sm2/; have the three non-slide sample images ready to project or print.
- No prep needed beyond knowing which students use non-slide tools.
- Students work in their own format 2 tools; be ready to support CapCut, Canva, Slides, and PowerPoint for the web.
- Optional: board the two reflection questions and the two stems.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Lead the open orally: retrace Unit 2 in half a minute, take a show of hands on which tool each student is using for format 2, sort out anyone without a file, and then put the one warm-up sentence on the board.
- Project only the six-point checklist and talk from the concept table yourself, so the students are listening rather than reading a long block.
- Demonstrate the quality parity pass on the classroom screen with a sample deck (structure, tighten, proof, three gaps).
- Run a 60-second non-slide demo in Canva or CapCut covering the same six checks before mixed-tool students work alone; the warning at the top of the guided task tells them to wait for it. The same three non-slide guides appear inside the walkthrough as a step slide users skip, so students on other tools meet the visuals beside the task.
- Before circulating, confirm each student can point to format 1 vs format 2 in sm2 and has both names on the gap list.
- Point students at the Common Issues export cheat-sheet before Independent Practice, where the design checks and the export sit in the mini-card.
- For the traffic lights, have students write G, A or R on the gap sheet themselves and then visit only the ambers and reds, since a full report from every student will overrun the block. Leave the sm2_format2_gaps note off unless you want a written record.
- Keep the reflection share-back to three quick student voices with the oral stems, and hold off file setup during those five minutes.
- End with the 60-second pack-up: source in sm2, export named sm2_format2_export if made, traffic-light noted.

WHAT TO WATCH FOR

- Students cannot locate their format files, guide them to search the cloud drive and move files to the project portfolio folder under existing unit names.
- Students attempt full redesigns rather than edits, remind them to focus on tightening, proofing and aligning instead.
- Students lack a format 2 file, conduct a quick triage using their Two Format Plan notes to agree the smallest format they can genuinely finish today.
- Students invent new default download names, insist on existing source names plus sm2_format2_export for shareable copies.

DIFFERENTIATION

- Support: Offer a simplified version of the quality checklist for students who need extra guidance.
- Support: Allow pair work during the parity check for those who benefit from discussion.
- Support: Minimum path for missing format 2 is complete structure plus first content pass today.
- Support: Use the reflection oral stems for weaker readers.
- Extension: Challenge early finishers to start a short KA1 prep list of polish actions for both formats.